This document was created to help schools utilize the web-based applications offered by DMAC Solutions.

Click on the sections below or scroll to the next page to see step-by-step instructions. As always, please contact us if you have any questions!

Contents:
- Settings
- Navigating
- Individual Forms
- Additional Features

Click here to watch Online Tutorial
SSI: Student Success Initiative

Log in to DMAC Solutions* at https://www.dmac-solutions.net

*Teacher passwords are automatically generated based on
class roster uploads sent to DMAC. The DMAC District/Campus
Administrators can create logins for other user roles.

Click on SSI or Student Portfolio

*The SSI application is housed in Student Portfolio (a free component of DMAC)
where users have access to additional data for students. Please call DMAC at
1.866.988.6777 if you have any questions about navigating either application.

NOTE: Prior to using the SSI software to create,
update, and modify a student’s SSI form, a
District level user must create the Settings.

Settings

➢ District level logins can establish settings for the application by clicking
the Settings drop-down list, or the Settings icon on the right.

➢ Prior to using SSI, settings should be established in the application
  • Early Reading Instruments: This setting is no longer used in the
current forms for SSI
  • Accelerated Instruction Plan (AIP) Options: Select from master list and/or add new options
  • Supplemental Instruction: Select from master list and/or add new instruction
  • Intervention Times: Select from master list and/or add new times

➢ It is recommended that only one user is identified to establish and maintain settings for the district.
Navigating SSI

> The default screen in Student Portfolio is **Student Search**.

**NOTE:** Click the Search/Students link on the top left to return to this screen at any time.

> If the user is logged in to DMAC as a **District/Campus Manager** or **User**, the list of students displayed in **Student Search** may be displayed by:

- selecting a **Campus** or **Grade**
- searching for students by first/last name (or partial names)

  - Teachers will only be able to see the list of students scheduled to them from **Utilities/Class Roster**. Students may be searched by first/last name (or partial names).

> Search for students who meet the criteria for SSI by:

  - Click on column header under Student Search window “**Met Std R/M**” one time for the list of students with no test information-N/N (descending order)-etc.; twice for ascending order, and the third time to return to alpha order

  - Use **Filter/Tests** tab to narrow list of students to those who meet the SSI criteria for Reading/Math

> Click **edit** on the search page to begin the process of completing the appropriate SSI forms for that student.

> Select the ✉️ in the **Saved Forms** column to access the list of forms available

**Note:** There is not a TEA form for both Reading and Math. A customized form may be created in DMAC’s FormWorks® application and attached to SSI to be filled out for the student.
> Choose Reading or Math from the drop down menu. Choose English or Spanish from the drop down menu.

> Under Add New, choose the appropriate form number (the title and form will populate in the window to the right). The latest version from TEA will appear.

> Complete form – click Save.

> Saved form will appear in column.

> To CONTINUE adding forms – click for additional selections.

> To PRINT\View Complete form – choose form from Saved Forms column – click print in upper right corner.
Individual Plans

> Use the icons along the top to navigate within a student's SSI plan.

<table>
<thead>
<tr>
<th>Section</th>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio</td>
<td>![ Portfolio Icon ]</td>
<td>Links to the student's individual Portfolio.</td>
</tr>
<tr>
<td>Students</td>
<td>![ Students Icon ]</td>
<td>Quickly identify another student to view while in the individual forms for SSI.</td>
</tr>
<tr>
<td>Profile</td>
<td>![ Profile Icon ]</td>
<td>View a pop-up box with student demographic information along with enrollment (classes) for the current year.</td>
</tr>
<tr>
<td>Data</td>
<td>![ Data Icon ]</td>
<td>View a pop-up box with historical state and local assessment data (TEKScore) or TPRI/Tejas LEE.</td>
</tr>
<tr>
<td>Plans</td>
<td>![ Plans Icon ]</td>
<td>View a pop-up box with all plans (RtI, PGP-HS, PGP-Intervention, and SSI) for a student.</td>
</tr>
</tbody>
</table>
Additional Features

Notes

➢ Select the drop-down menu to view Notes, Files, Forms or Audit activity from 'All' applications, or from only SSI.

➢ To attach a note to a student’s SSI plan, click +. Select where the note will be displayed by using the drop-down option, type note and click save.
  • NOTE: Notes cannot be added to SSI until a plan has been started (i.e. form saved)

➢ To view all notes and their authors, click .

➢ Edit notes by clicking , or delete notes by clicking . Notes may only be edited or deleted by the author. To add a note click Add New.
Files

➢ To **add a file** (or attachment) to a student’s SSI plan, choose **Files**, click +. Select your file (must be saved as a .pdf), and click **save**. Files can be renamed.

**NOTE:** Files cannot be added to SSI until a plan has been started (i.e., form saved)

➢ View a file by clicking > view the list > choose file > choose print or choose to view on screen.

Forms

**NOTE:** Districts must purchase the FormWorks® software to attach custom online forms that can be filled out for individual students.

➢ Select **Forms** to complete a form and attach to a student’s record. Click +.

➢ Select where to attach the completed form by using the drop-down menu.

➢ Select **Template** drop-down to choose form. Templates must first be established and created within the FormWorks® application in order to be available.

➢ Complete the online Form and click **save**. If there is an approval path for the form, you will need to take appropriate action. See the top of the form.

**NOTE:** Forms cannot be added to SSI until a plan has been started (i.e., form saved)
Audit

> To view activity in a student’s SSI plan select Audit.

> If SSI is selected from the drop-down list, an audit trail of the student’s SSI plan (listed in reverse chronological order) will appear for the plan year. Use the drop-down to view all activity.

> Columns viewed in these pop-up boxes are sortable by clicking column headers.

> **NOTE:** Records cannot be added in the Audit section. These are generated automatically; however, they can be viewed in detail by clicking .

Batch Operations

> From the Search/Students screen, Batch Operations performs operations for more than one student at a time.

> The available Batch Operations include:

  • Creating forms - (cannot add or create specific forms)
  • Deleting forms
  • Restoring forms

> To perform a batch operation for a selected group of students, place a check mark by the names in the Search Results screen.

> Click batch . Only one operation can be batched at one time.

> Select operation from the drop-down list, and choose Selected Students, or All Students.

> Click execute to complete the action. Repeat batch steps as needed.
Print Options

Print options for multiple students

► Choose Print in top right from Search\Students screen

► Choose Range (Selected Students or All Students in Search)

► Choose Subject, Form, Version, Language

► Choose Print

Example Letter

Parent Notification of Texas Student Success Initiative (SSI)
DMAC ISD / DMAC ELEMENTARY

Date: 07/20/16

Dear Parents of Makenzie Aparicio:

This letter is to inform you of the grade advancement requirements of the Texas Student Success Initiative (SSI), which was passed by the 76th Texas Legislature in 1989. The purpose of this initiative is to ensure that every student makes the academic progress necessary to show a sufficient understanding of the knowledge and skills taught and tested at each grade level.

The SSI requires that grade 5 and grade 6 students meet the passing standards on the STAAR tests in mathematics and reading before they can be promoted to the next grade.

Please note that these testing requirements are part of an overall system of support for student academic achievement. This system includes:

► an instructional plan for the next school year for every student who has not met the passing standard after three opportunities, regardless of whether the student is retained or, upon parent appeal, is promoted by the grade placement committee.

The SSI recognizes and supports the important role parents play in the education of their children. Your child's teacher and I depend upon and look forward to working with you to help your child succeed. To provide you with additional information about the SSI promotion requirements, I have enclosed a brochure titled Prepare for Success. This brochure includes an explanation of the state law, suggestions for how families can help, and available resources for further information.

Sincerely,

Assistant Principal
DMAC ELEMENTARY